

Infinite Campus Gradebook Instructions

I. Index → Admin → Composite Grading

- Select Q4 final mark. Then, type in the percentage for weighting for each quarter along with the final exam. For example, a full year course with a final exam would look like this:

489-8 SPANISH 8H

Teacher: MCCORD, Marissa*

Composite Grading

Composite Grading			
	Term	Composite Grading Task	Children Grading Tasks
	Q4	Final Exam	
	Q4	Final Mark	(20%) Q1 Quarter Grade (20%) Q2 Quarter Grade (20%) Q3 Quarter Grade (20%) Q4 Final Exam (20%) Q4 Quarter Grade
	Q4	FL A Exam	
	Q4	Interim Report	
	Q4	Quarter Grade	
	Q4	Regents Exam	

Composite Grading Detail	
Composite Grading Task	
Term Q4 - Final Mark	
Weight	Grading Task
	Q1 Interim Report
20	Q1 Quarter Grade
	Q2 Interim Report
20	Q2 Quarter Grade
	Q3 Interim Report
20	Q3 Quarter Grade
20	Q4 Final Exam
	Q4 FL A Exam
	Q4 Interim Report
20	Q4 Quarter Grade
	Q4 Regents Exam

- Click save, and repeat for all sections that you teach.

II. Index → Assignments → Edit Teacher Preferences (first tab on left under your name and section you teach)

- Select "Use Canned Comments" and save. Make sure that you repeat this for each section. This is not optional.
- You may also choose to hide dropped students, show students pictures, etc. These are optional
- After saving, click "Assignment list" to go back to the previous page.

III. Index → Assignments → Edit Grade Calc Options

- First, select “Calculate in Progress Grade” by clicking the bubble. Then select “Scores” from the Grading Scale Menu. Finally select “weight categories” if each grading category carries a certain percentage. Then Click “save” followed by “Assignment list.”

Assignments

Assignment List
Save

Select all calculation options for all standards/grading tasks assigned to this section.

Tasks		Calculation Options	
Show Individual Term/Grading Task Combinations			
Term	Task	No Calculation	Calculate In Progress Grade (Points or Marks)
All	All	<input type="radio"/>	<input checked="" type="radio"/> <div> *Grading Scale Scores </div> <div> <input checked="" type="checkbox"/> Weight categories <input checked="" type="checkbox"/> Use score's % value </div>

IV. Index → Assignments → Edit Categories → Create Category:

- Click “Edit categories” and then “Create category”
 - Name category (ex.Tests)
 - Enter weight (ex. 20 if category weight is 20%)
 - Enter sequence (order you want the category to appear in within GradeBook)
NEVER click exclude category or drop lowest score in this screen!
 - Continue entering as many categories as necessary.
 - Click “Save Category”
- Click “Assignment List” to go back to the assignments page

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Assignments

Assignment List
Create Category
Copy Categories

To edit a category click its name, for a new category click the “Create Category” button.

Category	Course - Section > Task/Standard	Weight	Exclude	Drop Lowest (by Percent)
Tests/Quizzes/Projects	SPANISH 8H - 1 > Quarter Grade SPANISH 8H - 8 > Quarter Grade	66.6	<input type="checkbox"/>	<input type="checkbox"/>
Homework	SPANISH 8H - 1 > Quarter Grade SPANISH 8H - 8 > Quarter Grade	16.7	<input type="checkbox"/>	<input type="checkbox"/>
Participation	SPANISH 8H - 1 > Quarter Grade SPANISH 8H - 8 > Quarter Grade	16.7	<input type="checkbox"/>	<input type="checkbox"/>

- You can copy grading categories from one course to another using “copy categories” if desired.

V. Index → Assignments → Create Assignments

- You can no longer create assignments by right-clicking in the GradeBook. This is an important change from last year.
- In order to create assignments, you must choose “Create Assignment” from the assignments tab bar. You can do this as you go or set it up for the entire quarter.
- For each assignment, fill in the following information:
 - Name each assignment (ex. Test 1)
 - Put abbreviation (ex. T1)
 - Test Strand: leave blank
 - Do NOT click on “show description, objectives and references fields)
 - Sections:
 - Click on each section you want the assignments to be included in
 - Select the date assigned/due (if desired)
 - Seq – Choose the order in which you want this in the GradeBook. The default (1) is that it will be the first thing to the right of the students names. If you want it to be furthest choose the number of the assignment (ex. 3 for the 3rd quiz)
 - Standards: do NOT click

Assignment Detail
 ActivityID
 *Name
 *Abbreviation
 Type
☐ Unscored Activity
☒ Scored Assignment
 Test Strand
 Notes
 Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.
 (This information will not be displayed on the Campus Portal.)
 Last Modified
Section Placement
 Select which sections get this assignment.

Section	Active	Hide	Assigned Date	*End/Due Date	*Seq	Student Group
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> Fill All	<input type="text" value=""/> Fill All	<input type="text" value=""/> Fill All	
<input checked="" type="checkbox"/> 489-1 SPANISH 8H	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/15/2014	09/15/2014	1.00	No Groups

h) Grading Tasks:

- Click on Quarter Grade
- If you use weighting, select the category that you want this assignment to be in
- Select "Points" for either weighting or points system
- Enter # of total points each assignment is worth (if you do everything on the scale of 100, put 100)
- Multiplier: Enter # of times each grade counts. (if a test counts twice for example)

i) Click Save (or save and score if you're ready to enter scores for each student for this assignment)

- "Assignment copier" is a feature that allows you to copy all of the assignments from your GradeBook from a previous year. For example, it allows you to copy all of the assignments from your 7R class last year to your 7R class this year.
 - Choose a class from a previous year
 - In "Select destination Section," click which class you want the assignments to be transferred to (can only do one at a time)

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Assignments

➡ Assignment List
➡ Next

Assignment Copier

Select assignments to copy from the source section to the destination section. Click "Next" to continue.

Select Source Section

8) 489-8 SPANISH 8H

13-14 Stimson Middle School (1)

HR) 001-302 HOMEROOM

8) 475-8-81 SPANISH 8L

8) 475-8-82 SPANISH 8L

4) 479-4 SPANISH 7H

6) 479-6 SPANISH 7H

1) 485-1 SPANISH 8R

2) 485-2 SPANISH 8R

5) 910-53 STUDY HALL

Select Destination Section

14-15 Stimson Middle School (1)

HR) 001-302 HOMEROOM

6) 475-6 SPANISH 7R

7) 475-7 SPANISH 7R

4) 488-4 SPANISH EXPER 8

1) 489-1 SPANISH 8H

8) 489-8 SPANISH 8H

13-14 Stimson Middle School (1)

HR) 001-302 HOMEROOM

8) 475-8-81 SPANISH 8L

Type

All
▼

Number of Assignments: 0 of 0

- Uncheck assignments you do not want to use this year (if any)

489-8 SPANISH 8H
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Assignments

➡ Assignment List
➡ Next

<input checked="" type="checkbox"/>	Ch. 1 Quiz 2	09/30/2013
<input checked="" type="checkbox"/>	Ch. 1 Quiz 1	09/23/2013
<input checked="" type="checkbox"/>	Etapla Preliminar Quiz	09/16/2013
<input checked="" type="checkbox"/>	Test Chapter 1	10/07/2013
<input checked="" type="checkbox"/>	Q4 ch 2 q 1	10/11/2013

- Click Next to continue (green arrow at top)
- A new screen will appear showing you what will be copied. If you want to copy what is listed, click “copy assignments” and if you want to make adjustments click “Back”